

# BY-LAWS FOR ST. ROBERT BELLARMINE GUILD

*As Revised May 16, 2018*

## I. NAME

The name of this organization is the St. Robert Bellarmine Guild.

## II. PURPOSE

The purpose of the Guild shall be:

- A. To foster friendships and support the spiritual life of the women of the parish;  
and
- B. To assist the Pastor in matters pertaining to the welfare of the parish.

## III. MEMBERSHIP

Membership in the Guild shall be open to all female parishioners. Dues shall be paid at the time and manner indicated on the membership form each year and each member shall signify her preference of membership as follows:

- A. ACTIVE: Wishes to join a Circle or Committee, attend meetings, participate in Guild projects and pay dues; or
- B. INACTIVE: Wishes to support the Guild with prayers and dues.

## IV. GUILD CALENDAR YEAR

The Guild year will begin on January 1<sup>st</sup> and conclude December 31<sup>st</sup>.

Meetings will be held as follows:

- A. Board Meetings will be held monthly during the calendar year.
- B. A meeting of all Guild members will be held no less than once annually.
- C. Circle meetings will be held as needed with a minimum of six meetings annually.
- D. Pillars of Faith and Fellowship Meetings will be held as needed by the Pillar chairpersons.
- E. Committee meetings will be held as needed by the committee chairpersons.

## V. EXECUTIVE BOARD

The Executive Board is comprised of the President, Vice-President (“President Elect”), Secretary, Treasurer, and Past-President. The term of each office is for the period of one year. The duties of each of these officers are summarized below.

- A. THE PRESIDENT shall preside at the Annual Guild Meeting and all meetings of the Executive Board and Board Meetings.  
She shall:
- 1) Have general control of the affairs of the Guild;
  - 2) Present specific goals to the Guild Board;
  - 3) Be an ex-officio member of all committees;
  - 4) Assist in the transition of leadership;
  - 5) Approve the nominated leaders and chairpersons nominated by the prior year’s leaders;
  - 6) Approve expenditures outside of the budget which exceed \$250;
  - 7) Have the ability to form an advisory group, as needed, to address issues that are not under the jurisdiction of the Executive Board;
  - 8) Serve on the Executive Board after her term of office for one year as Past President.
- B. THE VICE-PRESIDENT (PRESIDENT ELECT) shall:
- 1) Exercise the duties of the President in the absence of the President;
  - 2) Serve as the President for the following term;
  - 3) Serve as liaison between the Circle Leaders and Pillar Leader and the President;
  - 4) Notify the Guild membership of meetings; and
  - 5) Plan the annual spring luncheon.
  - 6) Send greeting cards, mass cards or flowers in the following situations:
    - a. When there is a death in the immediate family (spouse, child or parent) of a Board member
    - b. When a Board member is hospitalized.
- C. THE SECRETARY shall:
- 1) Record the minutes and take attendance at Guild Board and special meetings;
  - 2) Retain the minutes as a permanent record of the Guild;
  - 3) Send one copy of the minutes to the Pastor, the President, and to each Board member before the next meeting; and
  - 4) Post the updated minutes to the parish website monthly.
- D. THE TREASURER shall:
- 1) Keep account of all monies of the Guild received or disbursed;
  - 2) Deposit all monies in the name of and to credit of the Guild in a parish-approved bank;
  - 3) Provide monthly written accounting to the Pastor, President and the Secretary for inclusion in the monthly minutes;

- 4) Prepare an annual budget and have it approved by the Executive Board each year;
  - 5) Pay all bills of the Guild for budgeted expenses;
  - 6) Send the priests a gift of \$100 on their birthday and anniversary of their ordination. [Major anniversaries will be handled by the Board.]
  - 7) Retain records to facilitate audits as requested by the parish.
- E. THE PAST PRESIDENT shall serve on the Executive Board as an advisor for one year.

## VI. ELECTION OF EXECUTIVE BOARD

When a position on the Executive Board needs to be filled and no replacement has been found, the President-Elect will form a Nominating Committee. The Nominating Committee shall:

- A. Be chaired by the President-Elect;
- B. Be comprised of a set of representatives selected by each Circle and Committee;
- C. Meet in August to determine a slate of nominations for the vacant Executive Board position(s); and
- D. Present the slate of proposed Executive Board members at the September Board meeting.

## VII. EXECUTIVE BOARD VACANCIES

Any vacancy occurring on the Executive Board during the Guild year shall be filled by appointment of the Executive Board with the Pastor's approval. The term of office shall be for the remainder of the unexpired term. The officer so appointed may be nominated for a consecutive term.

## VIII. GUILD BOARD

The Guild Board consists of the Executive Board, Leaders of each Pillar, Circle Leaders, and Chairpersons of all standing and special committees.

## IX. CIRCLES

The purpose of a Circle is to provide opportunities for service, fellowship, and spiritual growth in support of the purpose of the Guild.

- A. Circles shall consist of active members and leaders.
- B. Circle Leaders shall conduct circle meetings and be responsible for a Circle event in keeping with the spirit and purpose of the Guild. Each leader shall be a member

of the Guild Board and shall attend Board meetings as an official representative of her Circle. Circle Leaders will provide a written annual report to the Guild Board prior to December 31<sup>st</sup>.

- C. Circle leaders are expected to find their own replacement when they step down from leadership.
- D. Circle selection and membership will be noted by each Guild member on her membership form.
- E. There shall be day and evening circles for the convenience of members.
- F. Time and location of each Circle meeting will be determined by the Circle leaders with the input of the Circle members.
- G. Each meeting shall open with a prayer.
- H. One meeting shall be designated to a Pro-Life topic.

## X. PILLARS OF FAITH AND FELLOWSHIP

- A. The Pillars of Faith and Fellowship and their respective missions are as follows:
  - 1) The Special Seasons and Spirituality Pillar will focus on the spiritual activities of the Guild;
  - 2) The Outreach and Social Justice Pillar will focus on opportunities to serve the material needs of others; and
  - 3) The Social Pillar will focus on the social fellowship among Guild members, families and parishioners.
- B. Each Pillar shall have its own Chairperson, who will be a member of the Guild Board and make reports for each committee within their pillar when necessary.
- C. Leaders of each Pillar are expected to find their own replacement when they step down from leadership.
- D. The Standing Committees will be grouped under the pillar that coincides with its main projects or events

## XI. STANDING COMMITTEES

- A. Standing committees will be organized according to the corresponding Pillar of Faith and Fellowship. The committees serve the needs of the parish and community and further the mission of the guild.
- B. Each of these committees shall have a chairperson appointed by the president as recommended by the departing committee chairperson.
- C. Each Committee chairperson shall provide a written annual report to the Guild Board upon the completion of their project or no later than December 31<sup>st</sup>. Chairpersons are expected to find their own replacement when they step down from leadership.

The Standing Committees are as follows:

1. Blood Drive: It shall be the duty of this committee to schedule and staff four to six blood drives in conjunction with the American Red Cross.
2. Bridge: It shall be the duty of this committee to provide bridge playing opportunities.
3. Communications: It shall be the duty of this committee to promote and communicate the activities of the Guild to its membership and the parish.
4. Donut Sunday: It shall be the duty of this committee to provide for monthly donut Sundays.
5. Gazette/Historian: It shall be the duty of this committee to record and document the activities of the Guild for posterity.
6. Guild Socials: It shall be the duty of this committee to plan a social function for the parish during the year.
7. Marthas: It shall be the duty of this committee to provide a funeral meal to any family who requests it.
8. Membership: This committee is responsible for extending an invitation to all women of the parish to join the Guild and for creating opportunities to grow Guild membership.
9. Mother/Daughter Event: It shall be the duty of this committee to plan a social and spiritual event for the mothers and daughters of the parish.
10. Morning of Reflection: It shall be the duty of this committee to provide a spiritual program during the Lenten Season.
11. Omaha Urban Council of Catholic Women: OUCCW dues shall be paid by the Guild. A representative of the Guild shall attend the monthly meetings of the Omaha Urban Council of Catholic Women and provide a report to the Guild Board.
12. Outreach: It shall be the duty of this committee to coordinate services given to parishioners in temporary crisis.
13. Past Presidents: It shall be the duty of this committee to support the current president and serve on the Executive Board.
14. Prayer Shawl Ministry: It is the duty of this committee to provide prayer shawls for the ill, displaced, or in need.
15. Pro-Life: It shall be the duty of this committee to inform the parish of opportunities to be involved in the pro-life movement and organize activities that support local pro-life groups.
16. Receptions: It is the duty of this committee to provide a reception following the Easter Vigil Mass for the RCIA members, their sponsors, and families. This committee may also facilitate other receptions as requested by the Pastor.
17. Saint Margaret of Cortona: It is the duty of this committee to collect household goods and to organize the disbursal of these items to those in need.
18. Seder Meal: It is the duty of this committee to plan the annual Seder Meal that precedes the Holy Thursday Mass of the Lord's Supper.

19. Socials: It is the duty of this committee to plan social events for the adults of the parish.
20. Spirit of Sharing: It is the duty of this committee to organize the family Christmas program of gift giving for the less fortunate.

## XII. SPECIAL COMMITTEES:

These shall be created and approved by the president as guild needs dictate.

## XIII. REGINA MINTON SCHOLARSHIP

The Regina Minton Education Scholarship has been established to assist one 6<sup>th</sup> grade girl from the Religious Education program and one from the 5-day school. The recipients will be awarded the amount of up to one year's tuition for modeling outstanding Christian leadership. The Guild shall fund this scholarship and appoint a panel to establish criteria. The scholarships shall be awarded at the annual spring luncheon.

## XIV. FUNDS:

These shall consist of all monies received from dues and Guild projects.

- A. Budgets for all Guild projects shall be submitted for consideration and approval by the Guild Executive Board.
- B. Funds collected by a Circle or Committee shall be deposited in the Guild bank account.
- C. Charitable contributions will be voted upon by the Guild Board and will be decided each year based on the available funds.
- D. The Guild shall retain an operating balance of not less than \$5,000 in the Guild treasury at the end of the Guild year.
- E. The remaining funds shall be allocated between the Ladies Guild Regina Minton Scholarship and to serve the future needs of the parish.

## XV. RECORDS:

All completed annual reports, records, President's, Secretary's and Treasurer's books shall be placed in the Guild's files for not less than five years.

## XVI. AMENDMENTS AND REVISIONS:

These By-Laws may be amended or revised by a vote at a general Guild Meeting. The proposed amendment or revision will be communicated in written and/or electronic form to the general membership. Items not covered by By-Laws are to be decided by the Executive Board. The By-Laws shall be reviewed every five years and revised or amended as necessary.

#### XVII. PARLIAMENTARY AUTHORITY:

The rules contained in Robert's Rules of Order Revised shall govern the Guild in all cases to which they are applicable, and in which they are not inconsistent with the By-Laws of this Guild.